

PLANNING BOARD

TOWN OF NEW BOSTON

RULES OF PROCEDURE

PROPOSED AMENDMENTS APRIL 9, 2013

Proposed Amendment #1.

**Amend Section 22:
Section 22 Fees and Costs**

Delete the existing section in its entirety and replace with the following table:

PLANNING BOARD FEES		
Subdivision Application Fees		
Application Fee		
	Minor Subdivision	\$50/lot
	Major Subdivision	\$100/lot
Secretarial Fee		
	Minor Subdivision	\$75/app
	Major Subdivision up to 9 lots	\$100/app
	Each additional group of 1 - 10 lots	\$250 increments
Plan Review Fee		
	Minor Subdivision	\$50/app
	Major Subdivision	\$100/app
The plan review fees are based on an average plan review in each category; multi-sheet plans and those with Stormwater Management Plans, for example, take longer to review. Any review over four hours shall be billed at \$25/hour.		
Certified Letter Fee		\$8/letter
Non-Residential Site Plan Review Application Fees		
Application Fee		
	Minor & Major - Building	\$0.05/s.f. or \$25 whichever is greater
	Minor & Major - Land only	\$0.01/s.f.
Secretarial Fee		
	Minor Site Plan	\$50/app
	Major Site Plan	\$100/app
Plan Review Fee		
	Minor Site Plan	\$50/app
	Major Site Plan	\$100/app
The plan review fees are based on an average plan review in each		

category; multi-sheet plans and those with Stormwater Management Plans, for example, take longer to review. Any review over four hours shall be billed at \$25/hour.		
Certified Letter Fee		\$8/letter
Conditional Use Permit Application Fees		
Application Fee		
	All CUPs	\$50/app
Plan Review Fee		
	All CUPs	\$50/app
Certified Letter Fee		\$8/letter
The Conditional Use Permit fees listed above are for those CUP applications submitted as standalone application. CUPs submitted as part of a subdivision site plan review or other application will be subject only to the \$50 application fee.		
Extension of Subdivision/Site Plan Review/Other Planning Board Application Conditions Fees		
	First Extension Request	\$25/request
	All Subsequent Extension Requests	\$50/request
Modification of Approval Conditions Fees - Subdivision/Site Plan Review/Other Planning Board Applications		
	All Modification Requests	\$50/request + \$8/letter certified letters when required
Planning Board Compliance Hearing Fees		
	Minor Subdivisions and Site Plans	\$25/app
	Major Subdivision and Site Plans	\$50/app
Certified Letter Fee		\$8/letter
Scenic Road Hearing Fees		
	All Scenic Road Hearings	\$50/app
Letter Fee		Current cost of 1 st class stamp
Newspaper advertising fee		Cost of newspaper notice; balance due prior to commencing work
Driveway Permit Fees		
	Road Entry/Proposed Driveway/ Common Driveway/Secondary Driveway/Temporary Driveway/ Relocation of Existing Driveway	\$25/app
	Paving Only	\$10/app

NOTES:

* These fees do not include legal, engineering or other costs associated with the use of outside consultants as required by the Planning Board.

** Should any application be denied as incomplete, the application fee, or a portion thereof, is the only refundable portion of the fees. The secretarial and certified letter fees are not refundable.

Proposed Amendment #2.

Adopt the revised Conditional Use Permit Application Form, separately attached.

Adopt the new Application Checklist and Waiver Request for Conditional Use Permit, separately attached.

NS/

3/28/13



Town of New Boston

PLANNING BOARD

PO BOX 250 • 7 MEETINGHOUSE HILL ROAD • NEW BOSTON, NH 03070

APPLICATION FOR CONDITIONAL USE PERMIT

Date: _____

File No: _____

Application is submitted for filling, dredging, or constructing structures in the Wetlands Conservation and Stream Corridor District of the Town of New Boston, pursuant to RSA 674:21,II.

1. Location: Tax Map/Lot Number: _____/_____
Property Address: _____
2. Property Owner's Name: _____ Phone: _____
Address: _____ Town: _____ Zip: _____
3. This application is not acceptable unless all required statements have been made. Additional information may be supplied on a separate sheet if the space provided is not sufficient.

A CONDITIONAL USE PERMIT issued by the Planning Board (RSA 674:21,II) shall be required for the construction of roads and other access ways, and for utility pipelines, powerlines, and other transmission ways provided that all of the following conditions are found to exist. Please submit the facts supporting this application in respect to the following, either as part of the required site plan or in a separate narrative report:

- a. The proposed activity minimizes the degradation to, or loss of, wetlands and wetland buffers, and compensates for any adverse impact to the functions and values of wetlands and wetland buffers. Items to be considered include the capacity of the wetland to: support fish and wildlife; prevent flooding; supply and protect surface and ground waters; control sediment; control pollution; support wetland vegetation; promote public health and safety; and, moderate fluctuations in surface water levels.

- b. The proposed activity will have no substantive negative environmental impact to abutting or downstream property and/or hydrologically connected water and/or wetland resources. Items to be considered include: erosion; siltation; turbidity; loss of fish and wildlife; loss of unique habitat having demonstrable natural, scientific, or educational value; loss or decrease of beneficial aquatic organisms and wetland plants; dangers of flooding and pollution; destruction of the economic aesthetic, recreational and other public and private uses and values of the wetlands to the community.

Continued on next page...



Town of New Boston

PLANNING BOARD

PO BOX 250 • 7 MEETINGHOUSE HILL ROAD • NEW BOSTON, NH 03070

Continued from previous page

- c. The proposed activity or use cannot practicably be located elsewhere on the site to eliminate or reduce the impact to the wetland or its buffer.

- d. The proposed activity utilizes applicable best management practices.



Town of New Boston

PLANNING BOARD

PO BOX 250 • 7 MEETINGHOUSE HILL ROAD • NEW BOSTON, NH 03070

Application for Conditional Use Permit

File No. _____

This application is submitted, this date, to the New Boston Planning Board, in conjunction with the required information. **Conditional Use Permit Fees:** Application Fee -\$50 Abutter Fee - \$8 per abutter including owner, applicant and engineer (if applicable)

Signed: _____(applicant) Date: _____

Signed: _____(property owner) Date: _____

Signed: _____(agent) Date: _____

Authorization to enter subject property

I hereby authorize members of the New Boston Planning Board, Conservation Commission, Planning Department, and other pertinent Town departments, boards and agencies to enter my property for the purpose of evaluating this application including performing any appropriate inspections during the application phase, review phase, post-approval phase, construction phase, and occupancy phase. This authorization applies specifically to those particular individuals legitimately involved in evaluating, reviewing or inspecting this specific application/project. It is understood that these individuals must use all reasonable care, courtesy, and diligence when entering the property.

Signature of property owner: _____ Date: _____

3/28/13



Town of New Boston

PLANNING BOARD

PO Box 250 • 7 MEETINGHOUSE HILL ROAD • NEW BOSTON, NH 03070

File No: _____

Application Checklist and Waiver Request for Conditional Use Permit

General Information

1. **Checklist:** The applicant shall complete this checklist as part of every Conditional Use Permit application.
2. **Submissions:** All proposed Conditional Use Permit submissions shall be accompanied by a properly completed, dated and signed Conditional Use Permit Application.
3. **Filing:** Applications and checklists shall be filed with the Planning Department not less than **15 days** before the regularly scheduled meeting at which it is intended for submission.
4. **Completeness:** Items required for a completed application are:

Completed Application Form ☐
Four (4) sets site plan maps and supporting data ☐
Names and mailing addresses of all abutters ☐
Eight legible 11" x 17" copies of site plan ☐

Items required for final approval:

Bond and Security Proposal ☐
Any other approvals/permits, e.g. Dredge & Fill
Permit, AoT Permit ☐
Driveway Permit State/Town, if applicable ☐

Contents to be submitted for Conditional Use Permit Review – Existing Data

		<u>Item Submitted</u>	<u>Planning Board</u>
1.	Locus Map:		
	Site Location	_____	_____
	Main Traffic Arteries	_____	_____
	North Arrow	_____	_____
2.	Area in acres	_____	_____
3.	Tax Map Reference of:		
	Owner	_____	_____
	Abutters	_____	_____
	Holders of Conservation, Preservation or Agricultural Preservation Restrictions	_____	_____
4.	Scale:		
	Written (i.e. 1in.=40ft.)	_____	_____
	Graphic	_____	_____
5.	North Arrow	_____	_____
6.	Date of Plan Preparation and Revisions	_____	_____
7.	Names and Addresses of:		
	Owner	_____	_____
	Surveyor/ Engineer or other licensed Professional whose seal appears on the plan	_____	_____
	Abutters	_____	_____
	Holders of Conservation, Preservation or Agricultural Preservation Restrictions	_____	_____



Town of New Boston

PLANNING BOARD

PO Box 250 • 7 MEETINGHOUSE HILL ROAD • NEW BOSTON, NH 03070

Page 2. Contents to be submitted for Conditional Use Permit Review – Existing Data

- | | | | |
|-----|--|-------|-------|
| 8. | Boundary Lines of the subject property | _____ | _____ |
| 9. | Existing Grades, Drainage Systems, Structures &
Topographic Contours at intervals not exceeding five feet | _____ | _____ |
| 10. | Existing Public & Private Utilities and infrastructure, including
septic systems and wells | _____ | _____ |
| | Size | | |
| | Location | | |
| 11. | Existing Structures On Site: | | |
| | Size | _____ | _____ |
| | Shape | _____ | _____ |
| | Height | _____ | _____ |
| | Location | _____ | _____ |
| 12. | Driveways w/in 200ft. | _____ | _____ |
| 13. | Natural Features, such as, but not limited to, streams, marshes,
lakes or ponds | _____ | _____ |
| 14. | Man Made Features, such as, but not limited to, existing or
proposed roads and structures | _____ | _____ |
| 15. | 100 yr Flood Elevation Line | _____ | _____ |
| 16. | Soils information | _____ | _____ |



Town of New Boston

PLANNING BOARD

PO Box 250 • 7 MEETINGHOUSE HILL ROAD • NEW BOSTON, NH 03070

File No: _____

Contents to be submitted for Conditional Use Permit Review – Proposed Plan

	Item Submitted	Planning Board
1. Proposed Grades, drainage systems, and topographic contours at intervals not exceeding five feet	_____	_____
2. Proposed Structures		
Shape	_____	_____
Size	_____	_____
Height	_____	_____
Location	_____	_____
3. Size & Location of Proposed Public & Private Utilities & Infrastructure	_____	_____
4. Stormwater Management Plan	_____	_____
5. Area of encroachment into the wetland	_____	_____
6. If related to a road or drive, profiles and cross sections at 50' intervals	_____	_____
7. Construction details, as well as a construction sequence	_____	_____
8. Plan note re: Compliance Statement	_____	_____
9. Construction estimates, including the proposed form and amount of performance security to be submitted to the Town	_____	_____
10. Sign off block	_____	_____

State Agency Approvals

1. Fish & Game	_____	_____
2. Health & Welfare; Public Services Division	_____	_____
3. DES Subsurface Systems Bureau; approval for Subdivision	_____	_____
4. Approval for Construction	_____	_____
5. Wetland Bureau; Dredge & Fill Permit	_____	_____
6. Alteration of Terrain Permit	_____	_____
7. DOT; Driveway Permit	_____	_____

3/19/12